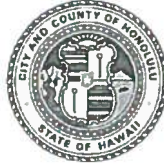


**ETHICS COMMISSION
CITY AND COUNTY OF HONOLULU**

925 DILLINGHAM BOULEVARD, SUITE 190 • HONOLULU, HAWAII 96817
PHONE: (808) 768-9242 • FAX: (808) 768-7768 • EMAIL: ethics@honolulu.gov • INTERNET: www.honolulu.gov/ethics

KIRK CALDWELL
MAYOR



JAN K. YAMANE
EXECUTIVE DIRECTOR
AND LEGAL COUNSEL

AGENDA

Date: December 20, 2017

Time: 11:30 a.m.

Place: Kapālama Hale
1st Floor Conference Room
925 Dillingham Boulevard
Honolulu, Hawaii 96817
and
371 Alae Road
Kula, Maui, HI 96790

2017 DEC 13 AM 9:19

CITY AND COUNTY OF HONOLULU

Pursuant to HRS Sec. 92-3.5, members of the public may attend the public session at either location.

**MEMBERS OF THE PUBLIC ARE ENCOURAGED TO SPEAK
AND/OR SUBMIT WRITTEN TESTIMONY ON ANY AGENDA ITEM**

ORDER OF BUSINESS

- I. Call to Order, Public Notice, Quorum
- II. New Business
 - A. Chair's Report
 1. Announcements, Introductions, Correspondence, and Additional Distribution
 2. For Action: Approval of Open Session Minutes of November 15, 2017
 3. For Action: Approval of Executive Session Minutes of November 15, 2017
The Commission may convene an executive session pursuant to Section 92-5(a)(4), Hawaii Revised Statutes (HRS), to consult with the Commission's attorneys regarding questions and issues pertaining to the Commission's

powers, duties, privileges, immunities, and liabilities.

4. For Action: Nomination and Vote for Chair and Vice Chair, Calendar Year 2018

B. Executive Director and Legal Counsel's Report

1. Staff Work Reports Summary

2. Statistics

a. Website Sessions, November 2017

3. Budget

a. FY2018 Operating Budget

b. FY2019 Operating Budget Request – Update

4. Education and Outreach

a. Ethics Training Program – Update

b. Newsletter – The Compass: Navigating Ethics for the City and County of Honolulu (December 2017)

c. Gift Quick Reference Guide

5. Audit – None

6. Legislation – None

7. Education Opportunities

a. Council on Government Ethics Laws (COGEL) Annual Conference, December 3-6, 2017, Sheraton Centre Toronto – Report

b. Strategic Communication (Commissioner Kanda)

8. Integrity Hotline for City and County of Honolulu Employees - Update

III. Executive Session (The following agenda items will be reviewed in executive session pursuant to Section 92-5(a)(2), Hawaii Revised Statutes (HRS), to consider the hire, evaluation, dismissal, or discipline of an officer or employee or of charges brought against the officer or employee, where consideration of the matters affecting privacy will be involved; Section 92-5(a)(4), HRS, to consult with the Commission's attorney on questions and issues pertaining to the Commission's powers, duties, privileges, immunities and liabilities; or HRS Section 92-5(a)(8) to deliberate or make a decision upon a matter that requires consideration of information that must be kept confidential pursuant to state or federal law or court order.)

A. For Discussion: Kealoha vs. Totto, Civil No. 16-1-1166 GWBC in the Circuit Court of the First Circuit, State of Hawai'i, and Civil No. 1:16-CV-16-00682 JMS-KSC in the United States District Court for the District of Hawai'i

- B. Independent Ethics Investigator Retained Due to Conflict of Interest – None
- C. For Discussion: Administration of the Ethics Commission Budget and Research on the Term *Administrative Purposes* in Revised Charter of Honolulu Section 11-107
- D. For Decision: Whether There Is Probable Cause to Believe That a City Employee Violated Revised Charter of Honolulu Section 11-104
- E. For Action: Approval to Issue a Notice of Alleged Violation of Revised Charter of Honolulu Section 11-104
- F. For Discussion: Memorandum Regarding Procedural Issues Relating to Reconsideration of Staff's Preliminary Determination of April 19, 2017 Ethics Commission Meeting Agenda Item III.A.: Whether Officer Knew or Should Have Known That Officer's Alleged Partisan Advocacy for Charter Amendment on the November 8, 2016, Ballot Violated RCH Section 11-104

IV. For Discussion: Strategic Planning

- A. Exposure Draft (dated November 15, 2017) - Update

V. Adjournment

SPEAKER REGISTRATION

Prior to the Day of the Meeting: Persons wishing to testify are requested to register their name, phone number and agenda subject matter via email at ethics@honolulu.gov; or by calling 768-9242.

On the Day of the Meeting: Persons who have not registered to testify by the time the Commission meeting begins will be given the opportunity to speak on an item following the oral testimonies of the registered speakers.

Each speaker is limited to a three-minute presentation on each item.

WRITTEN TESTIMONY

Prior to the Day of the Meeting: Testimony may be emailed to ethics@honolulu.gov or faxed to 768-7768.

On the Day of the Meeting: Submit 10 copies of written testimony to Commission staff.

Individuals who require special needs accommodations are invited to contact the Honolulu Ethics Commission at 768-9242, via facsimile at 768-7768, or email ethics@honolulu.gov at least **4 working days** in advance of the meeting.

All handouts will be posted at www.honolulu.gov/ethics/meetings.html